![HR WSD Personnel]

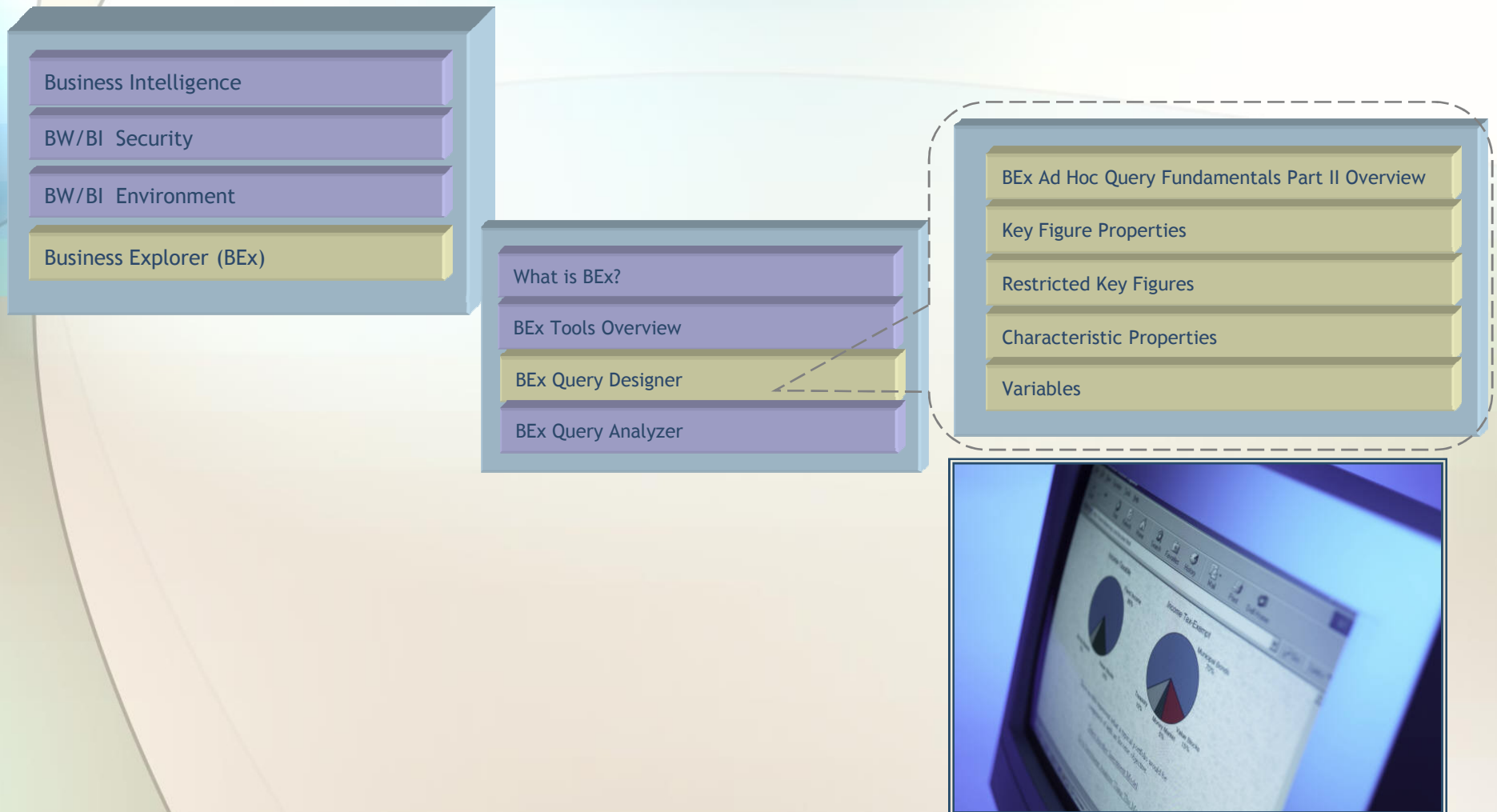# SAP Business Intelligence Reporting

BEx Ad Hoc Query Fundamentals – Part II

Washington State HRMS Business Intelligence (BW/BI)

BW/BI Power User Workshop Materials

General Topics – BW/BI Power Users

BEx Ad Hoc Query Fundamentals – Part II

The following BEx Ad Hoc Query Fundamentals – Part II section provides an overview of BEx Ad Hoc Query Fundamentals and builds on the key terms and concepts covered in BEx Query Fundamentals – Part I.

Business Intelligence

BW/BI Security

BW/BI Environment

Business Explorer (BEx)

What is BEx?

BEx Tools Overview

BEx Query Designer

BEx Query Analyzer

BEx Ad Hoc Query Fundamentals Part II Overview

Key Figure Properties

Restricted Key Figures

Characteristic Properties

Variables

BEx Ad Hoc Query Fundamentals - Part II Overview

BEx Ad Hoc Query Fundamentals – Part II contains the following key terms and concepts:

- ➢ Key Figure Properties
- ➢ Restricted Key Figures
- ➢ Characteristic Properties
- ➢ Variables

BEx Ad Hoc Query Fundamentals - Part II Overview

HR WSD Personnel

BEx Ad Hoc Query Fundamentals – Part II contains the following key terms and concepts:

- ➢ Key Figure Properties
- ➢ **Key Figure Properties** are settings that format the key figure values when they are displayed in the ad hoc query results.
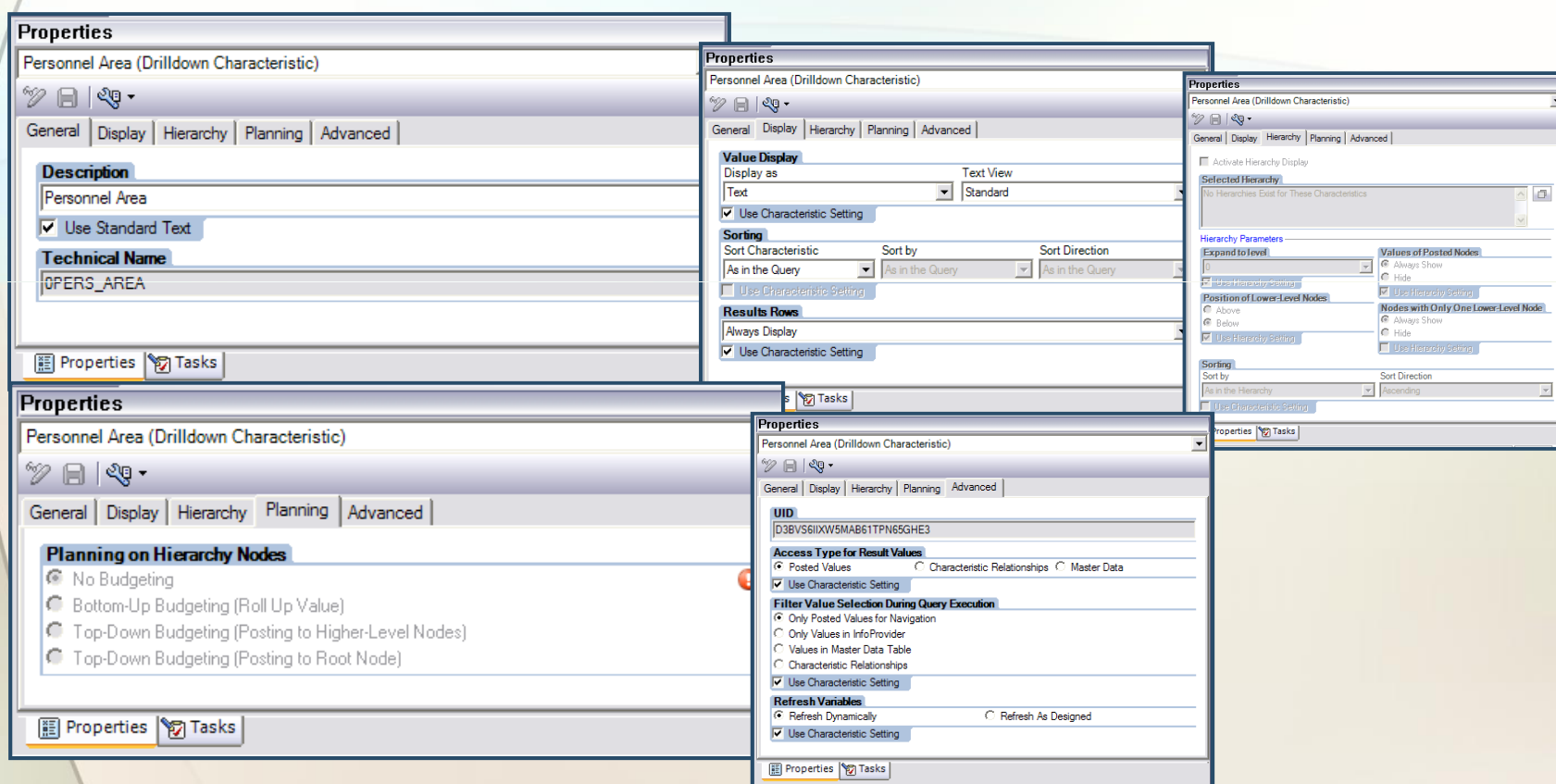
BEx Ad Hoc Query Fundamentals - Part II Overview

BEx Ad Hoc Query Fundamentals – Part II contains the following key terms and concepts:

➢ Characteristic Properties

➢ **Characteristic Properties** format the Characteristics when they are displayed in the ad hoc query results.

Restricted Key Figures

Restricted Key Figures are Key Figures that are filtered by one or more Characteristics. For example, the Number of Employees Key Figure can be restricted by the Gender Characteristic to include Female employees only.

Restricted Key Figures are different than Filters:

  ➢ Restricted Key Figures restrict for the Key Figure value only
    In the sample below, the "Number of Female Employees" Restricted Key Figure will display the number of female employees by Personnel Area and Gender.

  ➢ Filters restrict for the entire query
    In the sample below, the "Calendar Year/Month" Filter will display the number of Employees and Number of Female Employees by Personnel Area and Gender as of the date input by the user. If the user selects 7/2005 as the Calendar Year/Month value, the query results will be filtered to 7/2005.

Continued…

The example below shows how to create a Restricted Key Figure that will display the number of female employees only:

1. Drag&Drop the Number of Employees Key Figure to the Columns section of the query.

2. Right mouse-click the Number of Employees Key Figures in the Columns section and select New Selection.

3. Highlight the "Selection" that has been added under the Key Figures heading. In the Properties section, click "Edit"
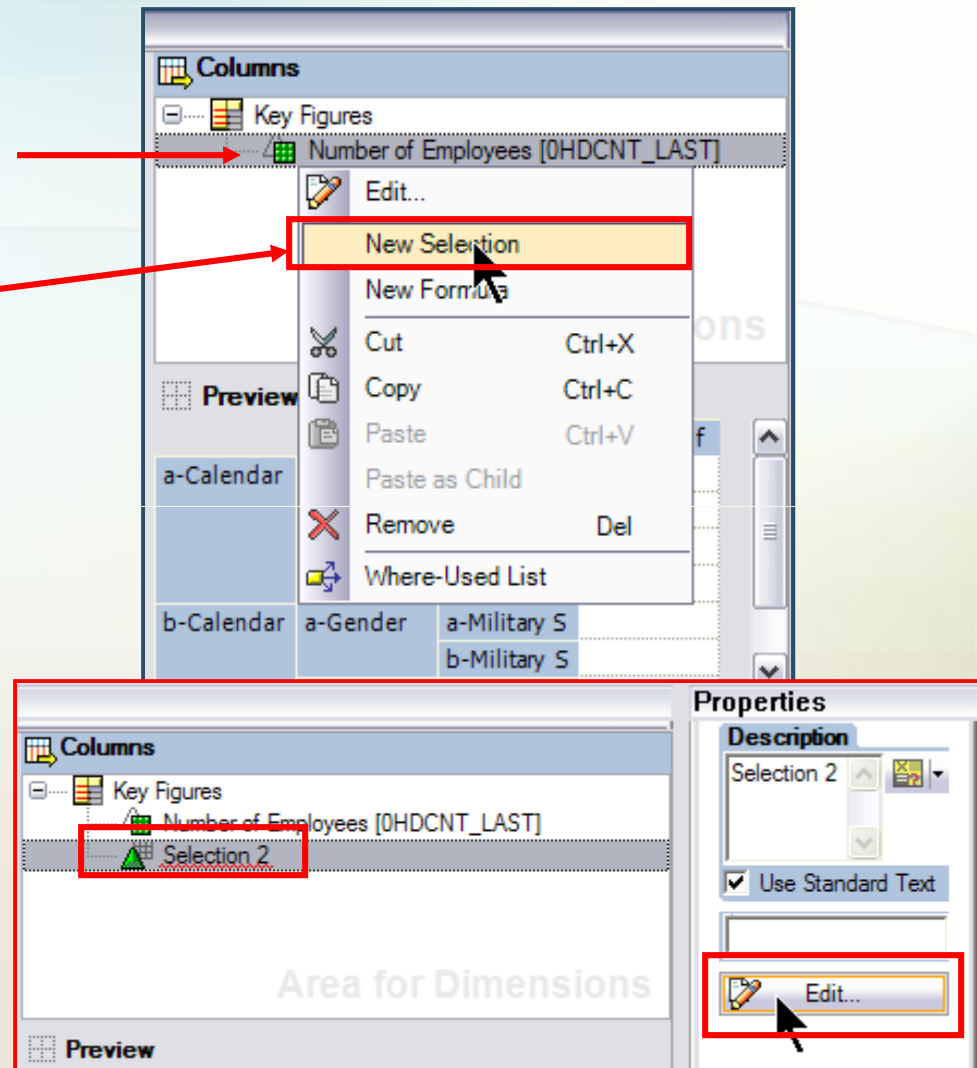
Result: The New Selection screen will open to assign the restricted key figure.

3. Enter the name of the Restricted Key Figure (Number of Female Employees) in the Description text box of the New Selection screen.

4. Drag&Drop the Number of Employees Key Figure from the Key Figures folder to the Description section of the query.
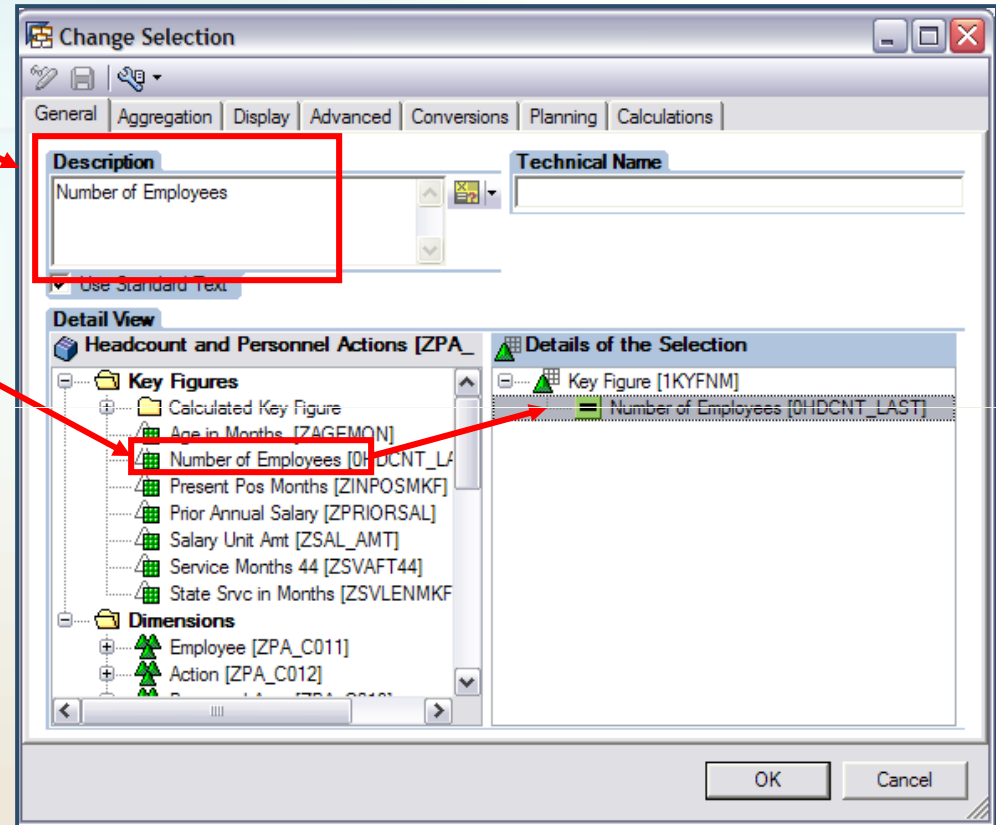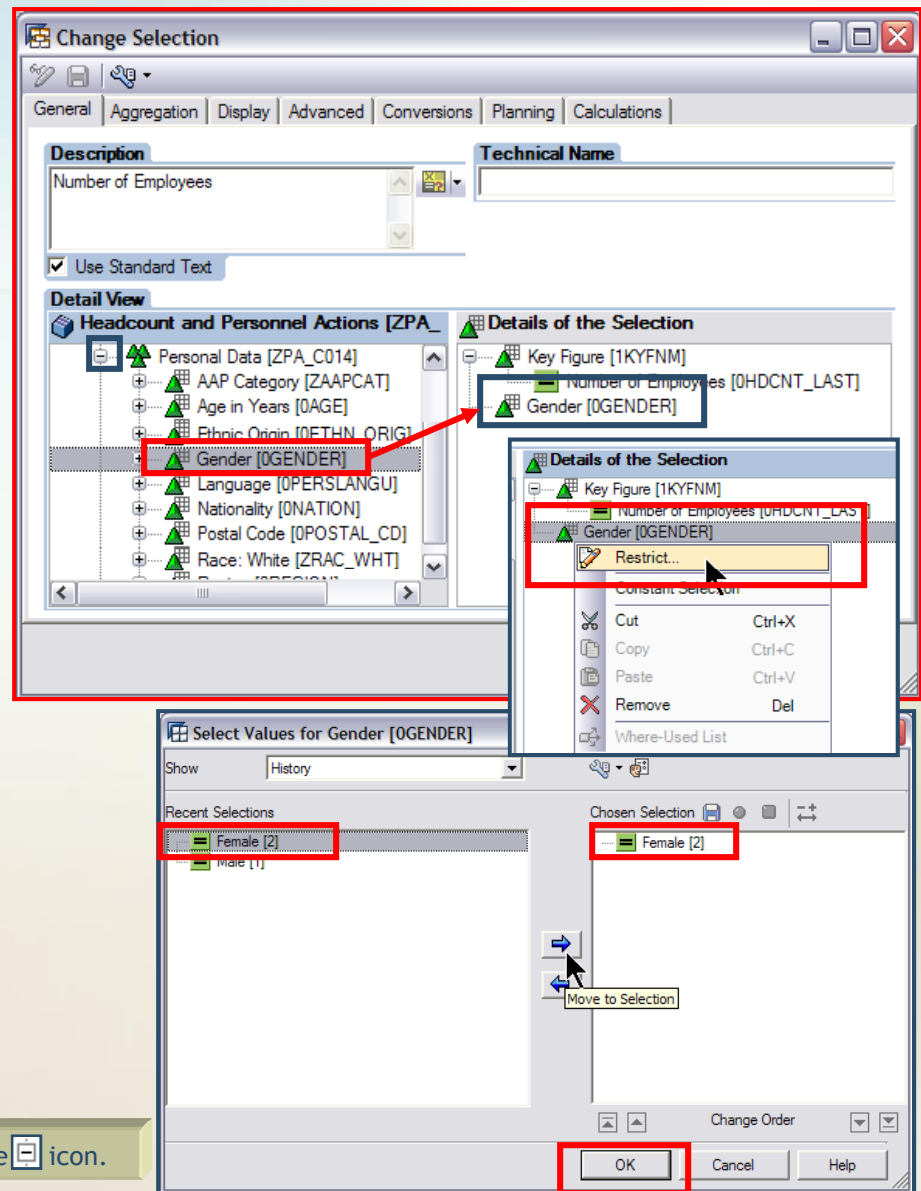
5. *Expand the Personal Data Dimension.

6. Drag&Drop the Gender characteristic to the Description column.

7. Right mouse-click the Gender Characteristic and select Restrict from the Context Menu.

Result: The Selection for Gender screen will display.

8. Drag&Drop "Female" from the Description column to the Selection column of the Selection for Gender screen.

9. Click OK.

ℹ️ *To Expand an item, click the ⊞ icon. To Collapse an item, click the ⊟ icon.

Result: The "Female" value of the Gender Characteristic has been added to the Key Figure restriction. This will restrict the number of employees for the Number of Female Employees Key Figure to female employees only.

10. Click OK to exit the New Selection screen.

Result: A Restricted Key Figure has been created that restricts the number of employees to females employees only.

Characteristic Properties format the Characteristics when they are displayed in the ad hoc query results.

The example uses the Headcount and Personnel Actions InfoProvider to show how to access the Properties of the Personnel Area Characteristic in the query.

To access the Characteristic properties:

1. If necessary, Drag&Drop the Personnel Area Characteristic to the Rows section of the query.

2. Select the Personnel Area Characteristic.

Result: The Properties for the Personnel Area are displayed in the Properties pane.
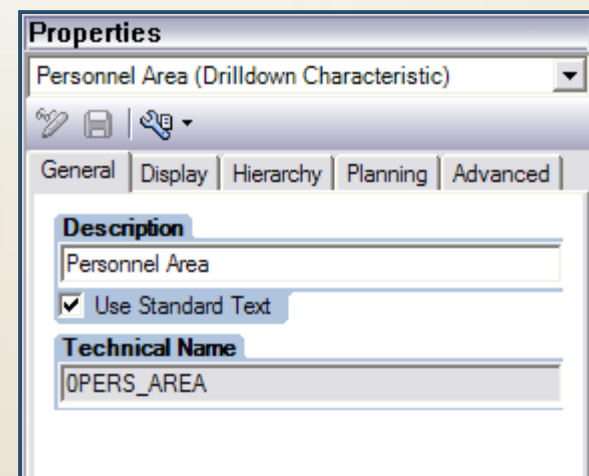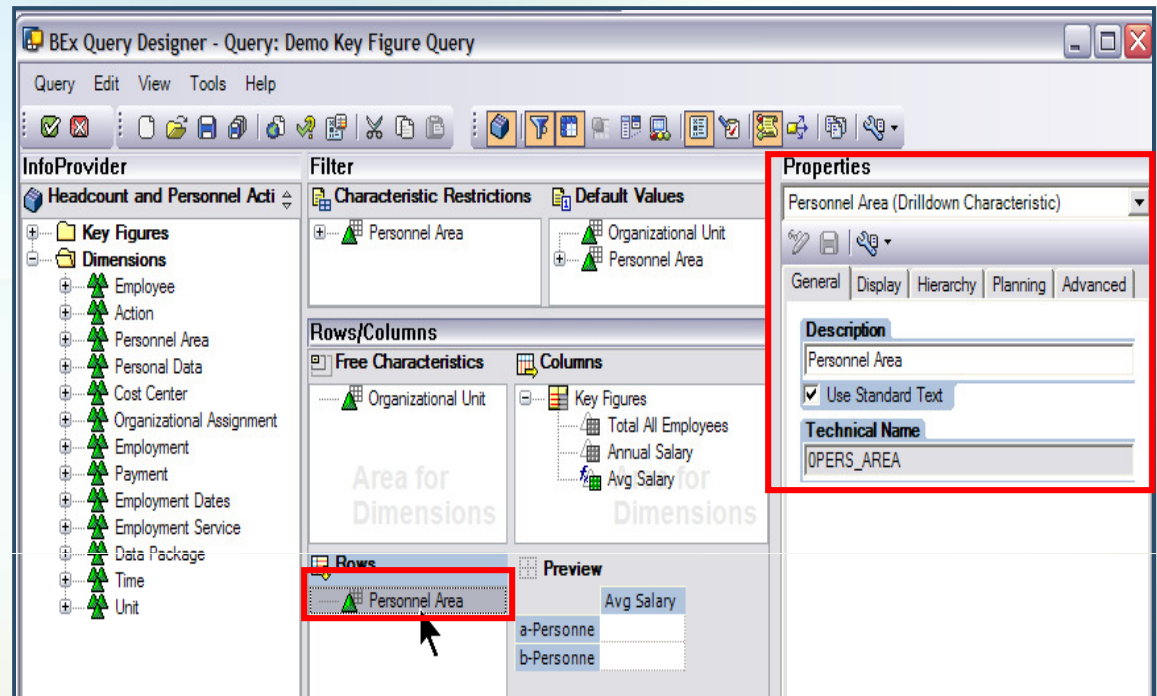
Characteristic Properties, Cont...

The example below provides a brief description of Characteristic Properties:

Properties

Personnel Area (Drilldown Characteristic)

General | Display | Hierarch

Description

Personnel Area

☑ Use Standard Text

Technical Name

0PERS_AREA

> Change/update the Characteristic Description

Properties

Personnel Area (Drilldown Characteristic)

General | **Display** | Hierarc

Value Display

Display as

Text

Text View

Standard

☑ Use Characteristic Setting

Sorting

Sort Characteristic

As in the Query

Sort by

As in the Query

Sort Direction

As in the Query

☐ Use Characteristic Setting

Results Rows

Always Display

☑ Use Characteristic Setting

> Determine how or if the Characteristic is displayed

> Determine how to sort the Characteristic: Ascending / Descending

> Determine how or if the Results Rows are displayed

Properties

Personnel Area (Drilldown Characteristic)

General | Display | **Hierarchy** | Planning | Advanced

☐ Activate Hierarchy Display

Select

No Hie
Chara

> Hierarchy will be explained in Hierarchy Properties

Properties

Personnel Area (Drilldown Characteristic)

General | Display | Hierarchy | Planning | **Advanced**

UID

D3BVS6IIXW5MAB61TPN65GHE3

Access Type for Result Values

◉ Posted Values
○ Characteristic Relationships
○ Master Data
☑ Use Characteristic Setting

Filter Value Selection During Query Execution

◉ Only Posted Values for Navigation
○ Only Values in InfoProvider
○ Values in Master Data Table
○ Characteristic Relationships
☑ Use Characteristic Setting

Refresh Variables

◉ Refresh Dynamically
○ Refresh As Designed
☑ Use Characteristic Setting

Properties

Personnel Area (Drilldown Characteristic)

General | Display | Hierarch | **Planning** | Advanced

Planning on Hierarchy Nodes

◉ No Budgeting
○ Bottom-Up Budgeting (Roll Up Value)
○ Top-Down Budgeting (Posting to Higher-Level Nodes)
○ Top-Down Budgeting (Posting to Root Node)

> Not supported by server

Key Figure Properties

**Key Figure Properties** are settings that format the Key Figure values when they are displayed in the ad hoc query results.

The example uses the Headcount and Personnel Actions InfoProvider to show how to access the Properties of the Annual Salary Key Figure in the query.

To access the Key Figures Properties:

1. If necessary, Drag&Drop the Annual Salary Key Figure to the column section of the query.

2. Select the Annual Salary Key Figure.
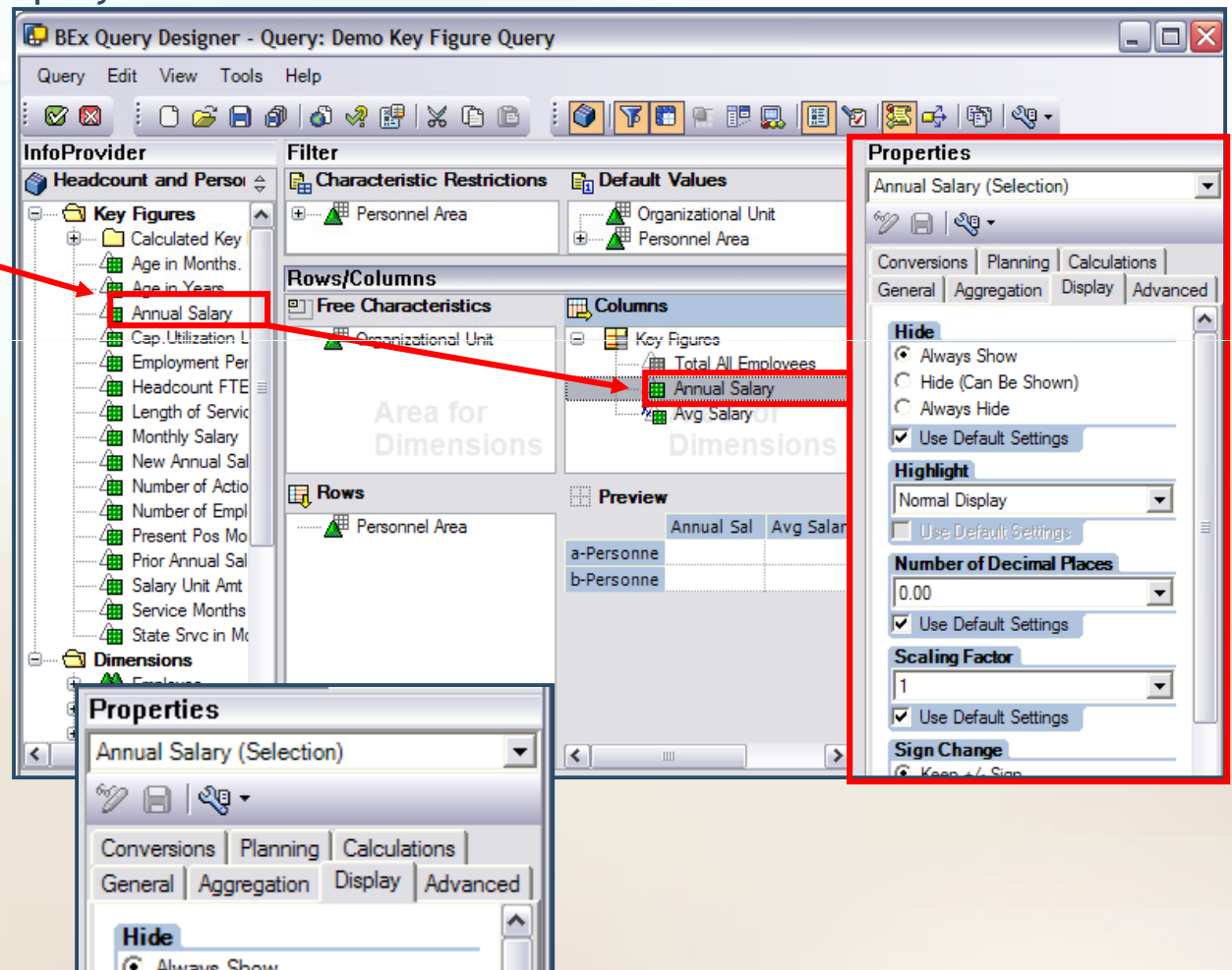
Result: The Properties for the Selection/Formula for Annual Salary are displayed in the Properties pane.

Key Figure Properties, Cont...

The example below provides a brief description of Key Figure Properties:

Variables

Variables prompt the user to enter selection criteria values prior to running the ad hoc query. For example, a Variable might be a Personnel Area, Employee Number or Date.

Variables can be selected from the "Characteristic Value Variables" section of the Characteristics.

Indicates a Variable

Indicates a Variable has been added to a Characteristic

List of Variables to choose from

Variable has been added. Prompts user for a value prior to running query

Continued...

Variables, Cont...

The example below uses the Headcount and Personnel Action InfoProvider to show how to add a Variable to the Personnel Area Characteristic. The Variable will prompt the user to enter a Personnel Area prior to running the query.

To add a Variable to an ad hoc query:

1. Drag&Drop the Personnel Area Characteristic to the Rows section of the ad hoc query.

2. Expand the Personnel Area Characteristic in the InfoProvider Field List.

3. Expand the Characteristic Value Variables for the Personnel Area Characteristic in the InfoProvider Field List.

4. Drag&Drop the Personnel Area (Optional) Variable located under the Characteristic Value Variables of the Characteristic **on top of** the Personnel Area Characteristic in the "Default Values" section of the query.
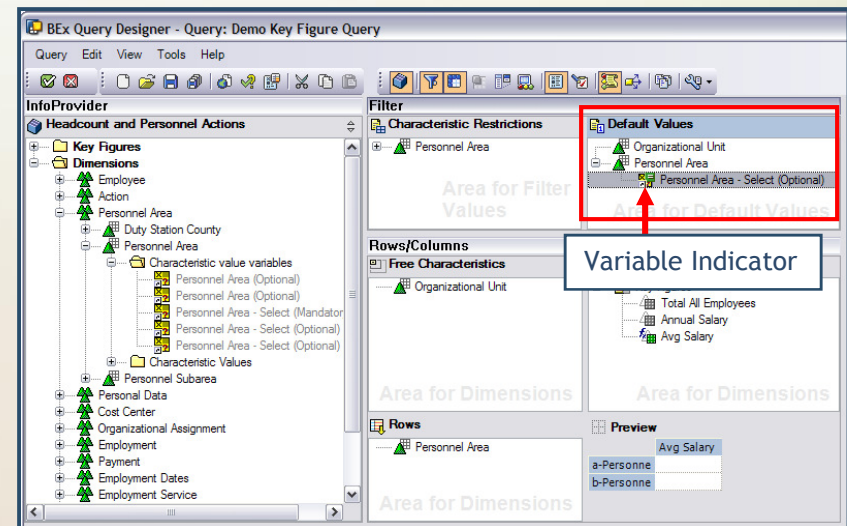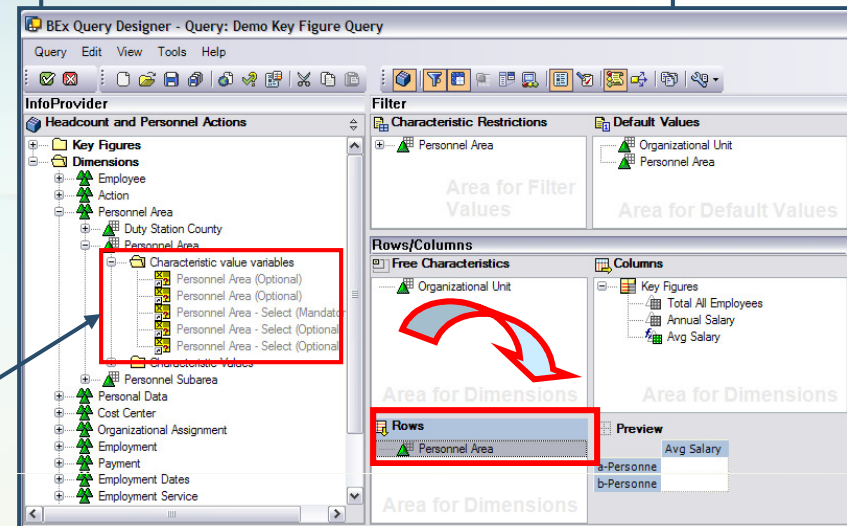
Continued...

Result: When the ad hoc query is executed, the user will be prompted to enter a Personnel Area.

Variable Entry

Available Variants: ▼ | Save | Save As... | Delete | Show Variable Personalization

General Variables

Variable ⇕	Current Selection	Description
Personnel Area - Select (Optional)		

OK | Check